



School Bus Accident Procedure	DATE: December 15, 2015	REVISED: August 1, 2016
Statement	<p>Tri-Board Student Transportation Services is required to report all school bus accidents immediately to senior school board administrations. Police must be contacted by bus operators immediately and if students are on board an ambulance is also required or as directed by Tri-Board. All accidents will be tracked and reviewed regularly.</p>	
Procedure	<p>Tri-Board receives notification of the accident and records the following information to be provided to the school and schoolboard administrations:</p> <ul style="list-style-type: none"> • bus route identification number • location of accident • names of students who may require medical attention • number/names of students on board at the time • the type of damage to vehicle • information on whether the students will be transported on their bus or another bus if there is damage, where the students will be transported to and indicate length of time that the bus will be delayed <p>Tri-Board receives documentation from Bus Operators including:</p> <ul style="list-style-type: none"> • a copy of the Accident Report Form • a copy of the police report • the details of the Bus Operators' investigation including any changes to the bus driver's status as a result of the investigation <p>Tri-Board will notify school administration of any changes resulting from the investigation as needed.</p>	